



Del Norte Neighborhood Development Corporation

3275 West 14th Ave #202

Denver, CO 80204

Phone: (303) 477-4774 ext. 30

Fax: (303) 433-0924

www.delnortendc.org

Initial Review Submittal Pre-Qualification Checklist

Borrower: _____

Co-Borrower: _____

_____ Lenders information Form

_____ Loan Application 1003

_____ Sales contract

_____ Paycheck Stubs – 2 consecutive months (for everyone in household)

_____ Bank Statements – 3 consecutive months

_____ W2's – last 2 years

_____ Tax returns – last 2 years

_____ VOE

PLEASE NOTE: Further documentation may be requested based on borrower(s) situation

☛ Please submit file and lenders information form via PDF to mmelgoza@delnortendc.org



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Full Application Submittal Checklist

Borrower: _____

Co-Borrower: _____

_____ Lenders information Form

_____ Loan Application 1003

_____ Paycheck Stubs – 2 consecutive months (for everyone in household)

_____ Bank Statements – 3 consecutive months

_____ W2's – last 2 years

_____ Tax returns – last 2 years

_____ Driver License (for all borrowers)

_____ Proof of down payment, a gift form from a relative or letter of approval from CHFA

_____ Credit Report

_____ First Time Homebuyer Class Certificate

_____ Sales Contract

_____ Title Work

_____ Title Insurance for Del Norte (for the second)

_____ Appraisal

_____ Wire instructions

_____ Date of Closing _____

_____ Closing Disclosure (draft)



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FORM TO BE COMPLETED BY LENDER

DATE: _____

LENDER INFORMATION

Mortgage Company: _____

Loan officer: _____ Email: _____

Phone: _____ Fax: _____

Processor: _____ Email: _____

Phone: _____ Fax: _____

Realtor: _____ Email: _____

Phone: _____ Fax: _____

PROPERTY INFORMATION

Borrower: _____ Phone: _____

Co-Borrower: _____ Phone: _____

Current Address: _____ City: _____ Zip: _____

Property address: _____ City: _____ Zip: _____

Is the property owner occupied? Vacant Tenant occupied

Sales price: _____ Purchase price: _____

Borrower(s) monthly gross income: _____ Borrower(s) % AMI: _____

Co-Borrower(s) monthly gross income: _____

Family Size: _____

Earnest money: _____

Paid by: Check
 Money Order
 Cashier's Check

Gifted funds: _____

Source: _____

Sellers concessions: _____

Other assistance: _____

Funds requesting from Del Norte: _____

Closing Date: _____

MORTGAGE INFORMATION

Loan Type: FHA CON VA Interest Rate: _____ Amortization Type: Fixed ARM

First time homebuyer class attended: _____ Date Attended: _____